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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

1938 AGRICULTURAL CONSERVATION PROGRAM—SOUTHERN REGION

Southern Region Bulletin 205—Part I

INSTRUCTIONS FOR FILLING OUT APPLICATION FOR
PAYMENT (FORM SR-209)

(Applicable only to farms in Alabama, Florida, Georgia, Louisiana, Mississippi, and South Carolina, and Class B Farms in Arkansas.)

I.—GENERAL

Each farm with respect to which payment is made must have been covered by a signed Form SR-101, "Work Sheet" (hereinafter referred to as form 101), in 1937, or under the 1938 Agricultural Conservation Program within the time limit for accepting such forms 101.

Each person applying for payment must have filed forms 101 for all farms in which he is interested¹ in the county in 1938 and must cover each such farm with a Form SR-209, "Application for Payment" (hereinafter referred to as form 209 or application), whether or not a payment has been earned on such farm. A form 209 covering a farm on which no payment has been earned, by reason of the fact that the farm was not covered by a signed form 101 within the prescribed time limit (or for any other reason), need not be signed by any interested person but must be otherwise complete and signed by the secretary of the county agricultural conservation association (hereinafter referred to as association secretary) and a member of the county committee. In such cases, the words "No payment" should be written in the space provided for the signatures of applicants.

A form 209 shall in all cases cover the same land for which the respective soil-depleting acreage allotments were established, which must be included under a single form 101 and a single Form SR-208, "Report of Performance" (hereinafter referred to as form 208).

Before form 209 is prepared it should be determined that:

1. The data on form 208 have been properly determined and entered, and that such data agree with those on the corresponding form SR-212, "Report and Division of Crop Acreages" (hereinafter referred to as form 212).

2. If in 1938 a program is carried out on the farm in cooperation with the Soil Conservation Service, all practices entered in

¹As used herein the word "interested" refers to a person who, as landlord, operator, tenant, or sharecropper, is entitled, at the time of harvest, to share in the crops (or proceeds thereof) grown on a farm in 1938 under a lease or operating agreement, or who, as owner or operator of such farm, participates in 1938 in carrying out approved soil-building practices on the farm.

Section III of form 208 have been approved by a representative of the Soil Conservation Service on Form ACP-74, "Report of Soil-Building Practices to be Carried Out on Farms of Soil Conservation Service Cooperators", as being consistent with the farm plan or agreement between the producer and the Soil Conservation Service.

3. There are entered in Section II of form 212 the name of each interested person on the farm who is interested in any other farm in the county together with the serial numbers of the worksheets for all such farms, as well as the name of each interested person on the farm who is interested in farms in other counties in the State, together with the names of such counties.

4. For each Form ACP-69 filed in the county office with Section I thereof executed by the assignor (except any such form which has been determined to be void by the county committee in accordance with subsection D, Section IV, of ACP-70) Section II or III thereof has been executed by the assignee.

The entries to be made in the county office and by the applicants on form 209 have been indicated by dotted lines. Where a given space has been indicated for a county office entry but is not applicable to the county or farm in question, it shall be left blank.

All acreages (except those of soil-depleting allotments for which different instructions have been issued), including the division of crops among interested persons, shall be expressed to the nearest tenth of an acre and all soil-building practices to the nearest tenth of a unit; hundredths amounting to five or less shall be dropped and hundredths amounting to more than five shall be considered a whole tenth.

Any correction in the data on form 209 shall be made by drawing a light line through the original entry and entering the correct data immediately above or to the left of the original entry. Any correction of the data on form 209 should be initialed by the committeeman whose signature appears in Section VI thereof. If such committeeman cannot be located for the purpose of initialing the correction, such correction may be initialed by another member of the county committee, provided the committeeman who initials the correction also affixes his signature in Section VI above the original signature.

Form 209 shall be executed in quadruplicate. The original and all copies, with inserted carbons intact, together with the corresponding form 208 and the original Forms ACP-64, "Request for Material as Grant of Aid under 1938 Agricultural Conservation Program" (if such forms were executed) shall be submitted to the State office. The second and third copies of form 209 will be returned to the county office after computations have been made thereon. The third copy should then be delivered to the farm operator and the other retained in the county office files.

II.—EXECUTION OF FORM 209

A. Section I: Each applicant should familiarize himself with the provisions of Section I (which appears on the reverse side of form 209), since it contains the representations upon which such applicant is basing his claim for payment.

B. Section II: The county committee should familiarize itself with the certifications embodied in Section II (which appears on the reverse side of form 209).

C. Heading: Enter the State and county code and application serial number and the name of the county in the spaces provided in the upper right corner. The application serial number will be the same as the serial number on the corresponding forms 101 and 208. Do not enter the transmittal number.

D. Section III: The information to be entered in this section will be taken from Section II of form 212.

Enter in the spaces provided in subsection A the names of the 1938 operator and landlord. If the operator's name is different from the name of the 1938 operator as it appears on Form SR-204 G-B (hereinafter referred to as form 204), a concise explanation of the reason therefor must be attached in order that the State office will be apprised of the fact that the change has been noted, and the reason for such change. If the operator is also the landlord, the word "Same" shall be entered in the space provided for the name of the landlord.

Enter in the spaces provided following their names in subsection A, the serial numbers of the work sheets for all other farms in which the operator and landlord are interested in the county. If the operator or landlord is not interested in any other farm in the county, the word "None" must be entered in the appropriate space. (If either the operator or landlord does not share in any soil-depleting crop or soil-building practice reported on the form 209, it is not necessary that the serial number of the work sheet for any other farm in which such operator or landlord is interested or the word "None" be entered.)

Enter in the space provided in subsection A for the names of other producers, the name of each interested person other than the operator or landlord who is interested in any other farm in the county, together with the serial numbers of the work sheets for all such farms, or the word "None" if no interested person on the farm other than the operator or landlord is interested in any other farm in the county. It is not necessary that the word "None" be entered in this space if the operator and landlord are the only interested persons on the farm.

Enter in the spaces provided in subsection B the name of each interested person on the farm who is also interested in any farm in any other county in the State, as well as the name of each such county. No entry need be made in subsection B if no interested person on the farm is interested in any farm in any other county in the State.

E. Section IV: If flue-cured tobacco is not grown on the farm and another kind of tobacco is grown, strike out "flue-cured" in line 2, column A, and enter therein the name of the kind of tobacco grown. If Irish potatoes (in a designated commercial county),² sugarcane for sugar, or two kinds of tobacco are grown on the farm, or if a wheat acreage allotment was established for the farm, strike out the name of one of the soil-depleting crops listed in lines 1 through 4, column A, which would not otherwise be used, and enter

² ALABAMA: Escambia; FLORIDA: Alachua, Bradford, DeSoto, Escambia, Flagler, Putnam, St. Johns, Lee, and Union; GEORGIA: Chatham; SOUTH CAROLINA: Beaufort, Charleston, Colleton, Hampton, Horry, Jasper, and Orangeburg.

therein "Irish potatoes", "Sugarcane", "Tobacco, -----", or "Wheat", as the case may be.

Enter in the applicable line 1, 2, 3, or 4, column B, the acreage allotment of each crop shown in column A, from the applicable column 6, 7, or 8, of form 204, or from form SR-204W in the case of wheat. Enter "0" in column B for any such crop planted on the farm in 1938 for which no acreage allotment was established. No entry need be made in column B for peanuts unless the farm is in a designated commercial county.³

In the event the original notice of the cotton acreage allotment forwarded to the farm operator was in error, the allotment figure to be entered in line 1, column B, will be the corrected cotton acreage allotment for the farm. In cases where the erroneous allotment was in excess of the corrected allotment and the operator, acting *solely* upon the basis of the erroneous notice, planted in excess of his correct allotment, it will be necessary that a statement containing the following information be submitted over the signatures of the operator and at least two members of the county committee:

1. The date the erroneous cotton acreage allotment notice was mailed to the operator.
2. The acreage of cotton which had been planted (seeded) on the farm at the time the erroneous notice was received.
3. The cotton acreage allotments set out in the erroneous notice.
4. The date the corrected cotton acreage allotment notice was mailed to the operator.
5. The date on which the planting of cotton on the farm was completed.
6. A statement that the overplanting of the corrected cotton acreage allotment was occasioned *solely* by the receipt of the erroneous cotton acreage allotment notice.

Enter in line 5, column B, the total soil-depleting acreage allotment, as shown in column 18 of form 204.

Enter in line 1, column C, *only* that acreage of cotton which was seeded but which failed to reach the stage of growth at which bolls are first formed because of being seriously damaged or destroyed by flood, drought, hail, insects, or other uncontrollable natural cause. Any such acreage entered in line 1, column C, must be determined by investigation of the county committee and must be supported by a statement from at least two members of the committee indicating the steps taken by the committee in determining the acreage reported on form 209 as planted but not devoted to cotton.

For any farm for which such acreage allotments were established, enter in the applicable lines of column C, the acreages of rice, Irish potatoes, and wheat which were planted but were not considered as devoted to such crops, as shown in the applicable lines of form 208 immediately to the left of column A.

If type 45 tobacco was planted on a farm for which a type 45 tobacco acreage allotment was established and any acreage so planted was not considered as devoted to such crop because the

³ ALABAMA: Barbour, Coffee, Covington, Crenshaw, Dale, Geneva, Henry, Houston, and Pike; FLORIDA: Holmes and Jackson; GEORGIA: Baker, Ben Hill, Brooks, Calhoun, Clay, Colquitt, Crisp, Deatur, Doely, Dougherty, Early, Grady, Houston, Irwin, Lee, Macon, Miller, Mitchell, Pulaski, Quitman, Randolph, Schley, Seminole, Stewart, Sumter, Terrell, Thomas, Tift, Turner, Webster, Wilcox, and Worth.

crop failed to reach maturity and another soil-depleting crop on such acreage reached maturity, the acreage so planted which failed to reach maturity (as shown on the supplemental form 212 prepared in accordance with Amendment 1 to SRB-203) should be entered in column C of the line on which "Tobacco, type 45" is listed in column A.

Enter in lines 1, 2, 3, and 4, column D, the acreage devoted to the crops listed in column A, as shown in the applicable lines of column D on form 208. Enter "0" in column D for any crop for which a special acreage allotment is established if there was no acreage devoted to such crop on the farm. *In designated commercial Irish potato-producing counties*, enter in the applicable line immediately to the left of column B, for any farm for which no Irish potato acreage allotment was established and on which the acreage devoted to Irish potatoes exceeds 3 acres, the acreage devoted to Irish potatoes which are for market, as shown immediately to the right of the words "Irish potatoes", in line 5, of form 208.

Enter in line 5, column D, the total acreage devoted to soil-depleting crops on the farm, as shown in line 11, column D, of form 208.

If no wheat, cotton, tobacco, peanut, Irish potato, or rice acreage allotment was established for the farm, and the acreage entered in line 5, column D, exceeds 50 acres and the total acreage allotment entered in line 5, column B, and the county committee determines that the increase in soil-depleting crops was due to the normal rotation of crops followed on the farm, a statement to that effect must be submitted with the application, over the signatures of at least two members of the county committee.

Enter in lines 1, 2, 3, and 4, column E, the yield per acre established for each crop (except sugarcane for sugar) having an entry in column B, as shown in the applicable column 22 or 23 of form 204 (or in column 20 of Form SR-204 W in the case of wheat). In the event an acreage is entered in line 1, 2, 3, or 4, column D, and "0" is entered in the corresponding line of column B, the yield for the crop in question shall be determined by multiplying the county average yield for the crop by the percentage derived by dividing the yield established for the most representative of the crops on the farm for which a special acreage allotment is established by the county average yield for such crop for which a yield is established. If no special acreage allotment is established for the farm, the yield figure to be entered on form 209 in such cases will be the county average yield for the crop in question. (In the case of Irish potatoes produced for market in designated commercial counties, a yield figure need not be established unless the acreage devoted to potatoes for market exceeds 3 acres.)

Enter in line 6 in the spaces provided the practice numbers and units of all approved soil-building practices carried out on the farm, as shown in Section III of form 208. (The units here referred to are the soil-building practice units appearing in column C, Section III of form 208.)

In a county which is designated⁴ as one where commercial vegetables and Irish potatoes are grown generally on the same farms, enter in line 7 immediately to the left of column F the acreage of com-

⁴ ALABAMA: Escambia; FLORIDA: DeSoto and Lee; GEORGIA: Chatham; SOUTH CAROLINA: Beaufort and Charleston.

mercial vegetables grown on the farm in 1938, which will be the sum of the entries immediately to the left of column A and in column C in line 8, form 208.

Enter in line 7, column G, the average acreage of commercial vegetables grown on the farm in 1936 and 1937, as shown immediately below column E, Section IV, of form 212.

Enter in line 8, column G, the acreage of commercial orchards on the farm on January 1, 1938, as shown in line 13 of form 208.

Enter in line 9, in the space provided after the words "Total acreage", the total acreage of cropland on the farm, as shown in line 16 of form 208.

Enter in line 10, in the space provided after the words "Total acreage", the acreage of fenced noncrop open pasture land on the farm, as shown in line 14, column C, of form 208.

Make no entry in line 11.

If the acreage planted to cotton, wheat, rice, or type 45 tobacco (this being the sum of the entries in columns C and D for the respective crop) is less than 80 percent of the respective acreage allotment, and the producer proves to the satisfaction of the county committee that failure to plant as much as 80 percent of such allotment was due to flood or drought (or to flood, drought, or plant-bed disease, in the case of type 45 tobacco), enter such reason in the space provided in line 12 following the name of the crop. (The allegation of drought is not acceptable unless it is established that the drought was general in the locality in question and also that it prevented other producers in the same locality from planting such crop.)

If no allotment other than a peanut, a Burley, flue-cured or Georgia-Florida type 62 tobacco, or a total soil-depleting acreage allotment was established for a farm, and no entry appears in any line of column D or in line 6, the application will be considered a "No payment" application unless the producer proves to the satisfaction of the county committee that failure to plant any soil-depleting crops on the farm in 1938 was due to flood or drought. In the latter event, the county committee should set forth its determinations in the case in a statement over the signatures of at least two of its members and submit such statement with form 209 to the State office.

F. Section V: Type or print in line 13, column B, the operator's name and regular mail address and in columns C and D, the name and regular mail address of other interested persons.⁵ The name of each person should be in the form in which he customarily signs business documents.

⁵ If a person who would otherwise have shared in the payment dies or becomes incompetent before form 209 is executed, the name to be entered in line 13 will be the applicable one of the following:

1. If the person is deceased and an executor or administrator has been appointed to administer his estate, the name of the representative and of the decedent's estate shall be entered. (Example: "John H. Doe, executor (or administrator) of the estate of Richard Roe, deceased".)

2. If the person is deceased and no executor or administrator has been appointed (and none is likely to be appointed in the near future), the names of all the heirs of the decedent shall be entered unless such heirs wish to designate a trustee to execute the application for them and receive payment on their behalf. In the latter event, the name of the trustee shall be entered. (Examples: "W. R. Roe, Mary E. Roe, and Edward J. Roe, heirs of Richard Roe, deceased", or "W. R. Roe, trustee for the heirs of Richard Roe, deceased".)

3. If the person is incompetent, the name of his guardian (or committee) and of his estate shall be entered. (Example: "John H. Doe, guardian (or committee) of the estate of Richard Roe, incompetent".)

If there are more than three interested persons Form SR-209—Supplement 1, "Continuation Sheet for Sections V and VI of Application for Payment (Form SR-209)", will be used. Each such supplement must be properly identified by the State and county code and application serial number and securely attached to the related form 209.

If the name of any soil-depleting crop (except sugarcane) was substituted for one of those printed in lines 1 through 4 of column A, Section IV, the same change shall be made in the respective line 15 through 18 of Section V.

Enter in lines 15, 16, 17, and 18, below the name of each interested person, the share of each soil-depleting crop (expressed to the nearest tenth of an acre) having an entry in column B or D, Section IV, to which such person is entitled at the time of harvest, from Section III of form 212. (If one person is entitled to all of a given crop at the time of harvest, enter the word "All" in the appropriate line below his name.) The acreage of each crop to be so divided will be that devoted to such crop (as shown in the respective line of column D, Section IV), if any, unless there was an acreage planted but not devoted to such crop (as shown in column C, Section IV) and the county committee determines that the use of the devoted acreage figure would result in a materially different division of the payment or deduction among the interested persons on the farm from that which would result from the use of the planted acreage figure. In the latter event, the acreage to be divided will be the planted acreage (that is, the sum of the entries in columns C and D, Section IV) of such crop. If no acreage was planted to a given crop, the respective acreage allotment will be divided among the landlord, tenants, and sharecroppers in the same proportion that they would have shared in the planted acreage had the entire acreage allotment been planted. In cases where no acreage was planted to cotton, wheat, rice, or type 45 tobacco, it is not necessary to make any division of acreage among interested persons with respect to such crop unless failure to plant as much as 80 percent of the respective acreage allotment was due to flood or drought (or to flood, drought, or plant-bed disease in the case of type 45 tobacco).

Enter in line 19, below the name of each interested person, the units of approved soil-building practices contributed by such person, as shown in Section VI of form 212. If one person carried out all of the soil-building practices for the farm, the word "All" should be entered in line 23 below his name. Unless the persons who carried out a given practice on a particular acreage, that is, furnished the *labor, equipment, and seed or material*, establish to the satisfaction of the county committee that their respective contributions thereto were not in equal proportion, the units of such practice carried out on such acreage shall be divided equally among them.

Make no entries in any of the lines 20 through 25.

Enter in line 26, below the name of each interested person, the amount derived by multiplying the quantity of any grant of aid furnished such person (as shown in Section IV of the supporting Form No. ACP-64) by the rate established by the Agricultural Adjustment Administration. (In the case of triple superphosphate, this rate is \$1.60 per hundred pounds.) If a grant of aid has been fur-

nished, the original Forms No. ACP-64 shall be attached to form 209 and submitted to the State office.

Make no entry in line 27.

Enter in line 28, below the name of each interested person, the amount of any outstanding assignment made on Form ACP-69 by such person with respect to the farm covered by the application, *or the word "None"*, if applicable. If more than one assignment has been made by a given producer with respect to the same farm, only the first assignment filed in the county office on Form ACP-69 and remaining unpaid at the time the form 209 is executed shall be honored.

Type or print in line 29, below the amount of each assignment, the name and mail address of the person to whom the assignment was made.

Make no entry in line 30.

G. Section VI: The signatures of the applicants should be affixed in Section VI in the same order that their names appear in line 13, Section V. The signature of each applicant on form 209 or any related paper should agree with his name as typed or printed in line 13. All signatures on the original form 209 should be in ink or indelible pencil, and must be in the original handwriting of the applicant or his duly authorized representative. Traced signatures, carbon impressions, and facsimile signatures on the original form 209 will not be accepted.

Signatures on form 209 should be in the following style (*italics* denote portion of signature which must be in actual handwriting of person signing):

1. An individual:
John H. Doe
2. Cosigners (joint-owners or joint-operators):
John H. Doe
Richard D. Roe
3. Sole proprietor:
X. Y. Z. Company
By *John H. Doe*, Sole proprietor (or owner)
4. An agent or attorney-in-fact:
 - (a) John H. Doe,
By *Richard D. Roe*, agent (or attorney-in-fact)
 - (b) Jones & Smith, a partnership,
By *Richard D. Roe*, agent (or attorney-in-fact)
 - (c) A. B. C. Company, Inc.
By *Richard D. Roe*, agent (or attorney-in-fact)
5. A member of a partnership:
Smith & Jones,
By *John H. Smith*, a partner
6. An officer of a corporation:
A. B. C. Company, Inc.,
By *John H. Doe*, President (or other duly authorized officer).
7. An administrator:
John H. Doe, administrator of the estate of Richard Roe, deceased.
8. An executor:
John H. Doe, executor of the estate of Richard Roe, deceased.

9. Trustee for heirs of a deceased person:
John H. Doe, trustee for the heirs of Richard Roe, deceased.
10. A guardian or committee:
John H. Doe, guardian (or committee) of the estate of Richard Roe, minor (or incompetent)
11. A receiver or liquidator:
John H. Doe, receiver (or liquidator) of A. B. C. Company, Inc.
12. A State, county, or municipal officer:
York County, South Carolina
By *John H. Doe*, county supervisor.

The county committee is charged with the responsibility of determining that a person who signs an application in a representative capacity has the proper authority so to act. The execution of Section VI of form 209 by a member of the county committee shall constitute the certification of such committee that each person who signs the application in a representative capacity does possess the necessary authority. In the event the members of the county committee do not have the personal knowledge that each such person has proper authority, they should require such person to submit evidence of his authority. (See ACP-16, "Instructions on Signatures and Authorizations", and AAA Forms 379, 380, 381, and 382 as to what constitutes acceptable evidence of such authority.) It is not required that a power-of-attorney on the applicable AAA form or a similar form be secured for substitution unless the power-of-attorney now on file in the county office is found to be inadequate. No written evidence of authority need be attached to the application when it is submitted to the State office for payment.

Each signature by mark must be witnessed by one disinterested person, whose signature must be in the original and handwritten. It is not required that signatures be witnessed unless they are made by mark.

If any interested person who otherwise would share in the payment refuses to sign the form 209, a statement by such person, setting forth fully his reason for refusing to sign, should be attached to the form 209. If such statement cannot be obtained, there should be attached to the form 209 a statement signed by the association secretary indicating the efforts which have been made to secure the signature and statement of such producer. If, for any other reason, the signature of any person who otherwise would share in the payment cannot be obtained, the reason for the failure of such person to sign should be written in the space where his signature would otherwise have been affixed and such entry initialed by the association secretary. (Payment may be made later to any such producer if, within the time limit for accepting applications, he submits an application on a supplemental form 209 properly executed by him. The basic data on the supplemental form 209 must be identical with those on the original application, except that the letters "Supp." should appear in the upper right corner immediately following the application serial number. Such supplemental form 209 need not be signed by any interested person whose signature was affixed to the original application but must be signed by the association secretary and a member of the county committee.)

III.—APPROVAL OF APPLICATIONS

The association secretary shall compare the data on form 209 with the applicable records of the association and if he finds the application to be in proper form, he shall indicate his approval by affixing his signature in the space provided in Section VI.

If it is found desirable (and an acceptable authorization as set forth in Amendment 1 to CAP-105 has not already been filed with the State office), the county committee may designate the acting secretary of the county agricultural conservation association or another person employed in the office of the agricultural conservation association to act as, and perform the duty of approving applications for payment and related documents in place of, the association secretary. In such cases, the designated person will sign his own name as association secretary. The designation shall be made by executing in quadruplicate an authorization in writing by at least two members of the county committee, the original and one copy to be forwarded to the State office, one copy handed to the person so designated, and the other copy retained in the county office files. The authorization should be substantially in the following form:

We, the undersigned members of the county committee of _____
County, State of _____ do hereby authorize _____
_____, now employed in the office of the county agricultural conservation asso-
ciation as _____, to approve applications for

(Title)
payment and related papers under the 1938 Agricultural Conservation Pro-
gram⁶ and affix his signature to such documents as association secretary when-
ever he finds them to be in proper form within the meaning of the regulations
and instructions applicable thereto. This authorization is to remain in effect
while such person is employed in said office, unless sooner canceled or revoked
by said committee in writing.

Following is a specimen of the signature of said person :

If cancelation or revocation of this authorization is necessary, it will be
accomplished by notifying the State office in writing that this authorization is
thereby canceled or revoked and by filing in the records of the county office
a copy of such notice and handing a copy to such person, if he is then employed
in said office.

Signatures of County Committeemen :

1. _____
2. _____
3. _____

Date _____, 193__

After all necessary data have been entered on and the signatures
of applicants affixed to form 209 and the same has been found cor-
rect by the association secretary (as evidenced by his signature in
Section VI of form 209) the application shall be placed in the hands
of the county committee. If the committee finds that the data on
form 209 have been correctly entered and that the persons making
application for payment are eligible under the provisions of the
1938 Agricultural Conservation Program to receive payment with
respect to the farm covered by the form 209 in question, it shall au-

⁶ In case the county committee desires that the same person shall also have authority to
approve applications for payment under succeeding agricultural conservation programs or
under other programs, so much of substantially the following language as is necessary may
be inserted: "each succeeding agricultural conservation program, the Sugar Act of 1937,
the Price Adjustment Act of 1938, and any other general or special farm program admin-
istered through the Agricultural Adjustment Administration." If the county committee
deems it necessary, two or more persons may be designated under the foregoing form or
the above-mentioned modification thereof, and in such case the authority of each may be
limited to one or more programs if the committee finds such course desirable.

thorize one of its members to affix his signature on behalf of the committee in the space provided in Section VI. The committeeman who signs in Section VI must not be a near relative of any interested person shown on form 209 or have any sort of financial interest in the farm covered by the application. The date the county committeeman signs the application shall be entered in the space provided following his signature.

In designated counties⁷ the county committee shall not approve an application covering any farm unless it has been determined that the farm is eligible for payment insofar as the use of soil-conserving crops is concerned. (See SRM-232, dated September 22, 1938.)

The county committee shall not approve payment to any applicant who it finds:

1. Has knowingly planted or caused to be planted cotton, on any farm in which he has an interest, in excess of the cotton acreage allotment established for such farm for 1938;
2. Has adopted any practice which tends to defeat any of the purposes of the 1938 or previous Agricultural Conservation Programs or which with respect to forest land or woodland owned or controlled by him is contrary to sound conservation practices; or
3. Has, through any device whatsoever, offset, in whole or in part, any performance reported on form 209.

If the payment of any person is disallowed for one of the above reasons, the words "Not eligible for payment" shall be written in the line for his signature in Section VI of form 209 and a statement signed by at least two members of the county committee explaining why such person is not entitled to payment, forwarded to such person and a signed copy of such statement submitted with the form 209 to the State office. If the person whose payment is disallowed feels that the county committee has erred in its determination, he should submit an appeal in accordance with the provisions of SRM-213.

If it is found that the landlord who is applying for payment on form 209 has in 1938 made any change of the arrangements which existed in 1937 between himself and the tenants or croppers on the farm or has reduced the number of sharecroppers or share-tenants from the average number on the farm during the preceding three years, and such change or reduction would cause a greater proportion of the payments to be made to the landlord than would have been made to him had such change or reduction not been made and the county committee disapproves such change or reduction as being unjustified within the meaning of the provisions of the 1938 Agricultural Conservation Program, the committee shall attach a complete report of its findings to form 209, showing the acreage shares which the landlord would have received but for such change or reduction.

IV.—TRANSMITTAL OF APPLICATIONS TO STATE OFFICE

Before submitting forms 209 to the State office each such form should be carefully checked to determine that:

1. All data have been correctly entered.

⁷ ARKANSAS: Drew and Pope; LOUISIANA: Cameron; MISSISSIPPI: Forrest.

2. All corrections have been properly initialed.
3. Either the word "None" or the correct amount of the assignment for each producer has been entered in line 28 below such person's name.
4. Each interested person has signed the form 209 or there is a proper explanation as to why he has not done so.
5. All signatures of interested persons are genuine and agree with their names as typed or printed in the respective columns of line 13.
6. The related form 208 and Forms No. ACP-64 (if such forms were executed) are attached.

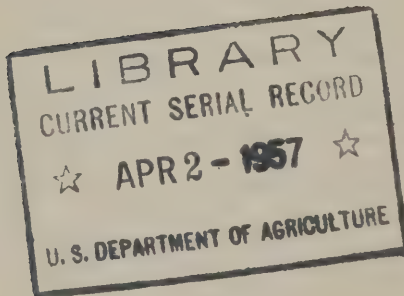
Forms 209 shall be listed on Forms SR-115, "Transmittal Sheet", and submitted to the State office. Forms SR-115 shall be prepared in quadruplicate and numbered in consecutive order beginning with 1. The original and two copies of Form SR-115 shall be forwarded to the State office, and one copy retained in the county office. Application serial numbers prefixed by the same letter, if that system of numbering is used, should be listed together, but separate sheets are not required for different prefix letters.

Since it is required that the net performance be determined for all farms in which a producer is interested in the county before he may receive payment for performance on any such farm, it is requested that wherever possible all applications for such person be submitted to the State office in the same shipment. Failure to do this will make it necessary for the State office to withhold payment to such person until all such applications in which he is interested are submitted.

Issued October 7, 1938 with the approval of the Administrator.

J. W. Ruggan

Director, Southern Division.



Issued November 12, 1938.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1938 AGRICULTURAL CONSERVATION PROGRAM

Southern Region Bulletin 205, Part I,
Amendment 1

I. The second paragraph beginning on page 4 of Southern Region Bulletin 205, Part I, is hereby amended to read as follows:

"In the event the original notice of any acreage allotment forwarded to the farm operator was in error, the allotment figure to be entered in the applicable line of column B, will be the corrected acreage allotment for the farm. In cases where the erroneous allotment was in excess of the corrected allotment and the operator, acting solely upon the basis of the erroneous notice, planted in excess of his correct allotment, it will be necessary that a statement containing the following information be submitted over the signatures of the operator and at least two members of the county committee:

(1) The date the erroneous acreage allotment notice was mailed to the operator.

(2) The acreage which had been planted (seeded) to the crop in question at the time the erroneous notice was received.

(3) The acreage allotment set out in the erroneous notice.

(4) The date the corrected acreage allotment notice was mailed to the operator.

(5) The date on which the planting of the crop in question was completed.

(6) A statement that the overplanting of the corrected acreage allotment was occasioned solely by the receipt of the erroneous acreage allotment notice."

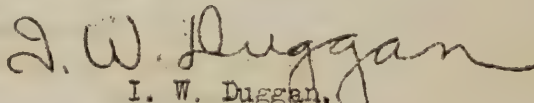
II. The third paragraph on page 7 is hereby amended by adding at the end thereof the following:

"It is not required that the same method of division be used with respect to all crops on a given farm unless such a result is obtained by application of the foregoing instructions."

III. The fourth paragraph on page 7 is hereby amended by adding at the end thereof the following:

"If any person contributed to the carrying out of an approved soil-building practice on the farm in 1938 and is not shown in lines 15 through 18 as sharing in any soil-depleting crop or in Section III of form 209 as being owner or operator of the farm, a statement, signed by such person and approved by at least two members of the county committee, should be attached to the form 209, explaining such person's relationship to the farm at the time the practice was carried out. If such person shared only in the general soil-depleting crops grown on the farm in 1938, the statement should so indicate. If he was not entitled to share in the soil-depleting crops at the time of harvest but had an interest in such crops or was owner or operator of the farm at the time the practice was carried out, the statement should set forth the date and conditions under which his interest was surrendered or he ceased to be owner or operator of the farm."

Issued November 12, 1938, with the approval of the Administrator.


I. W. Duggan,
Director, Southern Division.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

1938 AGRICULTURAL CONSERVATION PROGRAM—SOUTHERN REGION

Southern Region Bulletin 205—Part II

INSTRUCTIONS FOR FILLING OUT APPLICATION FOR
PAYMENT (FORM SR-214)

(Applicable only to farms in Oklahoma and Texas, and Class A
farms in Arkansas)

I. GENERAL

Each farm with respect to which payment is made must have been covered by a signed Form SR-101, "Work Sheet" (hereinafter referred to as form 101), in 1937, or under the 1938 Agricultural Conservation Program within the time limit for accepting such forms 101.

Each person applying for payment must have filed forms 101 for all farms in which he is interested¹ in the county in 1938 and must cover each such farm with a Form SR-214, "Application for Payment" (hereinafter referred to as form 214 or application), whether or not a payment has been earned on such farm. A form 214 covering a farm on which no payment has been earned, by reason of the fact that such farm was not covered by a signed form 101 within the prescribed time limit (or for any other reason), need not be signed by any interested person but must be otherwise complete and signed by the secretary of the county agricultural conservation association (hereinafter referred to as association secretary), and a member of the county committee. In such cases the words "No payment" should be written in the spaces provided for signatures of applicants.

A form 214 shall in all cases cover the same land for which the respective soil-depleting acreage allotments were established, which must be included under a single form 101 and a single Form SR-213, "Report of Performance" (hereinafter referred to as form 213).

Before form 214 is prepared it should be determined that:

1. The data on form 213 have been properly determined and entered, and that such data agree with those on the corresponding

¹ As used herein the word "interested" refers to a person who, as landlord, operator, tenant, or sharecropper, is entitled, at the time of harvest, to share in the crops (or proceeds thereof) grown on a farm in 1938 under a lease or operating agreement, or who, as owner or operator of such farm, participates in 1938 in carrying out approved soil-building practices or in carrying out conservation measures designed to promote restoration of a permanent vegetative cover on restoration land on the farm.

Form SR-212, "Report and Division of Crop Acreages" (hereinafter referred to as form 212).

2. If in 1938 a program is carried out on the farm in cooperation with the Soil Conservation Service, all practices entered in Section IV of form 213 have been approved by a representative of the Soil Conservation Service on Form ACP-74, "Report of Soil-Building Practices to be Carried Out on Farms of Soil Conservation Service Cooperators," as being consistent with the farm plan or agreement between the producer and the Soil Conservation Service.

3. There are entered in Section II of form 212 the name of each interested person on the farm who is interested in any other farm in the county together with the serial numbers of the work sheets for all such farms, as well as the name of each interested person on the farm who is interested in farms in other counties in the State together with the names of such counties.

4. For each Form ACP-69 filed in the county office with Section I thereof executed by the assignor (except any such form which has been determined to be void by the county committee in accordance with subsection D, Section IV, of ACP-70) Section II or III thereof has been executed by the assignee.

The entries to be made in the county office and by the applicants on form 214 have been indicated by dotted lines. Where a given space has been indicated for a county office entry but is not applicable to the county or farm in question, it shall be left blank.

All acreages (except those of soil-depleting allotments for which different instructions have been issued), including the division of crops among interested persons, shall be expressed to the nearest tenth of an acre and all soil-building practices to the nearest tenth of a unit; hundredths amounting to five or less shall be dropped and hundredths amounting to more than five shall be considered a whole tenth.

Any correction in the data on form 214 shall be made by drawing a light line through the original entry and entering the correct data immediately above or to the left of the original entry. Any correction of the data on form 214 should be initialed by the committeeman whose signature appears in Section VI thereof. If such committeeman cannot be located for the purpose of initialing the correction, such correction may be initialed by another member of the county committee, provided the committeeman who initials the correction also affixes his signature in Section VI above the original signature.

Form 214 shall be executed in quadruplicate. The original and all copies, with inserted carbons intact, together with the corresponding form 213 and the original Forms ACP-64, "Request for Material as Grant of Aid under 1938 Agricultural Conservation Program (if such forms were executed), shall be submitted to the State office. The second and third copies of form 214 will be returned to the county office after computations have been made thereon. The third copy should then be delivered to the farm operator and the other retained in the county office files.

II. EXECUTION OF FORM 214

A. **Section I:** Each applicant should familiarize himself with the provisions of Section I (which appears on the reverse side of form

214), since it contains the representations upon which such applicant is basing his claim for payment.

B. Section II: The county committee should familiarize itself with the certifications embodied in Section II (which appears on the reverse side of form 214).

C. Heading: Enter the State and county code and application serial number and the name of the county in the spaces provided in the upper right corner. The application serial number will be the same as the serial number on the corresponding forms 101 and 213. Do not enter the transmittal number.

D. Section III: The information to be entered in this section will be taken from Section II of form 212.

Enter in the spaces provided in subsection A the names of the 1938 operator and landlord. If the operator's name is different from the name of the 1938 operator as it appears on Form SR-204 G-A (hereinafter referred to as form 204), a concise explanation of the reason therefor must be attached, in order that the State office will be apprised of the fact that the change has been noted and the reason for such change. If the operator is also the landlord, the word "Same" shall be entered in the space provided for the name of the landlord.

Enter in the spaces provided following their names in subsection A the serial numbers of the work sheets for all other farms in which the operator and landlord are interested in the county. If the operator or landlord is not interested in any other farm in the county, the word "None" must be entered in the appropriate space. (If either the operator or landlord does not share in any soil-depleting crop, the restoration land goal, or the soil-building practices reported on the form 214, it is not necessary that the serial number of the work sheet for any other farm in which such operator or landlord is interested or the word "None" be entered.)

Enter in the space provided in subsection A for the names of other producers, the name of each interested person other than the operator or landlord who is interested in any other farm in the county, together with the serial numbers of the work sheets for all such farms, or the word "None" if no interested person on the farm other than the operator or landlord is interested in any other farm in the county. It is not necessary that the word "None" be entered in this space if the operator and landlord are the only interested persons on the farm.

Enter in the spaces provided in subsection B the name of each interested person on the farm who is also interested in any farm in any other county in the State, as well as the name of each such county. No entry need be made in subsection B if no interested person on the farm is interested in any farm in any other county in the State. If any interested person on the farm is making application for payment with respect to any ranching unit in the State in 1938, the name of such person as well as the ranching unit serial number (if known) and the name of the county in which such ranch is located shall be set forth in a statement over the signature of the association secretary and attached to the form 214.

E. Section IV: If a peanut or Irish potato acreage allotment was established for a farm, or if peanuts were grown for market on a

farm in a designated commercial county² or an acreage was devoted to Irish potatoes on a farm in a designated commercial county³ for which no such acreage allotment was established, strike out the name of one of the soil-depleting crops listed in line 1, 2, and 3, column A, which would not otherwise be used, and enter "Peanuts" or "Irish potatoes," as the case may be.

Enter in the applicable line 1, 2, or 3, column B, the acreage allotment of each crop shown in column A, from the applicable column 8, 9, or 24 of form 204. Enter "0" in column B for any such crop planted on the farm for which no acreage allotment was established.

In the event the original notice of the cotton acreage allotment forwarded to the farm operator was in error, the allotment figure to be entered in line 1, column B, will be the corrected cotton acreage allotment for the farm. In cases where the erroneous allotment was in excess of the corrected allotment and the operator, acting *solely* upon the basis of the erroneous notice, planted in excess of his correct allotment, it will be necessary that a statement containing the following information be submitted over the signatures of the operator and at least two members of the county committee:

(1) The date the erroneous cotton acreage allotment notice was mailed to the operator.

(2) The acreage of cotton which had been planted (seeded) on the farm at the time the erroneous notice was received.

(3) The cotton acreage allotment set out in the erroneous notice.

(4) The date the corrected cotton acreage allotment notice was mailed to the operator.

(5) The date on which the planting of cotton on the farm was completed.

(6) A statement that the overplanting of the corrected cotton acreage allotment was occasioned *solely* by the receipt of the erroneous cotton acreage allotment notice.

Line 4, column B, has been indicated for a county office entry, but it is only required that the general crop acreage allotment be entered when no acreage on the farm was devoted to general soil-depleting crops in 1938. In such cases, the acreage figure to be entered will be the amount by which the entry in column 25, of form 204 exceeds the entry in column 24 of the corresponding line.

Enter in line 5, column B, the total soil-depleting acreage allotment, as shown in column 28 of form 204.

Enter in line 1, column C, *only* that acreage of cotton which was seeded but which failed to reach the stage of growth at which bolls are first formed because of being seriously damaged or destroyed by flood, drought, hail, insects, or other uncontrollable natural cause. Any such acreage entered in line 1, column C, must be determined by investigation of the county committee and must be supported by a statement from at least two members of the committee indicating the steps taken by the committee in determining the acreage reported on form 214 as planted to but not devoted to cotton.

² OKLAHOMA: Bryan; TEXAS: Atascosa, Bexar, Comanche, Eastland, Frio, Gillespie, La Salle, Medina, and Wilson.

³ OKLAHOMA: Le Flore, Muskogee, and Wagoner.

For any farm for which such acreage allotments were established, enter in the applicable lines of column C, the acreages of rice, Irish potatoes, and wheat which were planted but were not considered as devoted to such crops, as shown in the applicable lines on form 213 immediately to the left of column A.

Enter in lines 1, 2, and 3, column D, the acreages devoted to the crops listed in column A, as shown in the applicable lines of column D on form 213. Enter "0" in column D for any crop for which a special acreage allotment was established if there was no acreage devoted to such crop on the farm. *In designated commercial Irish potato producing counties*, enter in the applicable line immediately to the left of column B for any farm for which no Irish potato acreage allotment was established and on which the acreage devoted to Irish potatoes exceeds 3 acres, the acreage devoted to Irish potatoes which are for market, as shown immediately to the right of the words "Irish potatoes," in line 3, of form 213.

Enter in line 4, column D, the acreage devoted to general soil-depleting crops, as shown in line 8, column D, of form 213.

Enter in line 5, column D, the total acreage devoted to soil-depleting crops on the farm, as shown in line 9, column D, of form 213.

Enter in lines 1, 2, and 3, column E, the yield per acre established for each crop having an entry in column B, as shown in the applicable column 37 or 38 of form 204 (or in column 20 of Form SR-204 W in the case of wheat). In the event an acreage is entered in line 1, 2, or 3, column D, and "0" is entered in the corresponding line of column B, the yield for the crop in question shall be determined by multiplying the county average yield for the crop by the productivity index established for the farm. (In the case of Irish potatoes produced for market in designated commercial counties, a yield figure need not be established unless the acreage devoted to potatoes for market exceeds 3 acres.)

Enter in line 4, column E, the productivity index established for the farm, as shown in column 26 of form 204.

For farms in designated counties,⁴ enter in line 6, column I, any acreage subject to serious wind or water erosion hazards on which approved conservation measures were not carried out in 1938, as shown in line 23 of form 213.

For farms in designated counties,⁵ enter in line 7, column I, the acreage of native sod broken out between November 1, 1937, and October 31, 1938, unless the breaking out of such land is approved by the county committee as a good farming practice and an equal acreage of cropland on the same farm is restored to permanent vegetative cover, as shown in line 21 of form 213.

Enter in line 8, column F, the restoration land goal for the farm, as shown in column 6 of form 204.

Enter in line 8, column I, the acreage of restoration land on which specified conservation measures were not carried out in 1938, as

⁴OKLAHOMA: Beaver, Cimarron, Ellis, Harper, Roger Mills, Texas, and Woodward; TEXAS: Andrews, Armstrong, Bailey, Briscoe, Carson, Castro, Cochran, Crosby, Dallam, Dawson, Deaf Smith, Donley, Ector, Floyd, Gaines, Gray, Hale, Hansford, Hartley, Hemphill, Hockley, Hutchinson, Lamb, Lipscomb, Loving, Lubbock, Lynn, Martin, Midland, Moore, Ochiltree, Oldham, Farmer, Potter, Randall, Roberts, Sherman, Swisher, Terry, Wheeler, Winkler, and Yoakum.

⁵OKLAHOMA: Beaver, Cimarron, and Texas; TEXAS: Dallam, Deaf Smith, Hansford, Hartley, Hutchinson, Lipscomb, Moore, Ochiltree, Oldham, and Sherman.

shown in line 24 of form 213, or "0" if specified conservation measures were carried out on all restoration land on the farm.

Enter in line 9 in the spaces provided the practice numbers and units of all approved soil-building practices carried out on the farm, as shown in Section IV of form 213. (The units here referred to are the soil-building practice units appearing in column C, Section IV, of form 213.)

Enter in line 10, column F, the average acreage of commercial vegetables grown on the farm in 1936 and 1937, as shown immediately below column E, Section IV, of form 212.

Enter in line 11, column F, the acreage of commercial orchards on the farm on January 1, 1938, as shown in line 11 of form 213.

For farms in Oklahoma and Texas, enter in line 12, column F, the acreage of noncrop open pasture land in the farm, as shown in line 12 of form 213. For class A farms in Arkansas, enter in line 12, in the space provided immediately to the left of Column F, the total acreage of fenced noncrop open pasture land in the farm which is capable of maintaining during the normal pasture season at least one animal unit for each 5 acres of such pasture land, as shown in line 12 of form 213. (For class A farms in Arkansas, the acreage figure for line 12, column F, will be computed and entered in the State office.)

For farms in Oklahoma and Texas, enter in line 13, column F, the grazing capacity (expressed in animal units) of the noncrop open pasture land on the farm, as shown in line 13 of form 213. (No entry will be made in this line for class A farms in Arkansas.)

Enter in line 14 in the space provided after the words "Total acreage," the total acreage of cropland on the farm, as shown in line 14 of form 213.

Make no entry in line 15.

If the acreage planted to cotton, wheat, or rice (this being the sum of the entries in columns C and D for the respective crop) is less than 80 percent of the respective acreage allotment, and the producer proves to the satisfaction of the county committee that failure to plant as much as 80 percent of such allotment was due to flood or drought, enter such reason in the space provided in line 16 following the name of the crop. (The allegation of drought is not acceptable unless it is established that the drought was general in the locality in question and also that it prevented other producers in the same locality from planting such crop.)

If only a general crop and a peanut acreage allotment were established for a farm or if only a general crop acreage allotment was established, and no entry appears in any line of column D or in line 9, the application will be considered a "No payment" application unless the producer proves to the satisfaction of the county committee that failure to plant any soil-depleting crops on the farm in 1938 was due to flood or drought. In the latter event, the county committee should set forth its determinations in the case in a statement over the signatures of at least two of its members and submit such statement with form 214 to the State office.

F. Section V: Type or print in line 17, column B, the operator's name and regular mail address, and in columns C and D, the name

and regular mail address of other interested persons.⁶ The name of each person should be in the form in which he customarily signs business documents.

If there are more than three interested persons, Form SR-214-Supplement 1, "Continuation Sheet for Sections V and VI of Application for Payment (Form SR-214)," will be used. Each such supplement must be properly identified by the State and county code and application serial number and securely attached to the related form 214.

If the name of any soil-depleting crop was substituted for one of those printed in lines 1 through 3 of column A, Section IV, the same change shall be made in the respective line 19 through 21 of Section V. For any farm on which a restoration land goal was established, strike out "Cotton," "Rice," or "Wheat" in line 19, 20, or 21, whichever one would not otherwise be used, and insert "Res. land" immediately above.

Enter in lines 19, 20, 21, and 22, below the name of each interested person, the share of each soil-depleting crop (expressed to the nearest tenth of an acre) having an entry in column B or D, Section IV, to which such person is entitled at the time of harvest, from Section III of form 212. (If one person is entitled to all of a given crop at the time of harvest, enter the word "All" in the appropriate line below his name.) The acreage of each crop to be so divided will be that devoted to such crop (as shown in the respective line of column D, Section IV), if any, unless there was an acreage planted but not devoted to such crop (as shown in column C, Section IV) and the county committee determines that the use of the devoted acreage figure would result in a materially different division of the payment or deduction among the interested persons on the farm from that which would result from the use of the planted acreage figure. In the latter event, the acreage to be divided will be the planted acreage (that is, the sum of the entries in columns C and D, Section IV) of such crop. If no acreage was planted to a given crop, the respective acreage allotment will be divided among the landlord, tenants, and sharecroppers in the same proportion that they would have shared in the planted acreage had the entire acreage allotment been planted. In cases where no acreage was planted to cotton, wheat, or rice, it is not necessary to make any division of acreage among interested persons with respect to such crop unless failure to plant as much as 80 percent of the respective acreage allotment was due to flood or drought.

⁶ If a person who would otherwise have shared in the payment dies or becomes incompetent before form 214 is executed, the name to be entered in line 17 will be the applicable one of the following:

1. If the person is deceased and an executor or administrator has been appointed to administer his estate, the name of the representative and of the decedent's estate shall be entered. (Example: "*John H. Doe, executor (or administrator) of the estate of Richard Roe, deceased.*")

2. If the person is deceased and no executor or administrator has been appointed (and none is likely to be appointed in the near future), the names of all the heirs of the decedent shall be entered unless such heirs wish to designate a trustee to execute the application for them and receive payment on their behalf. In the latter event, the name of the trustee shall be entered. (Examples: "*W. R. Roe, Mary E. Roe, and Edward J. Roe, heirs of Richard Roe, deceased*" or "*W. R. Roe, trustee for the heirs of Richard Roe, deceased.*")

3. If the person is incompetent, the name of his guardian (or committee) and of his estate shall be entered. (Example: "*John H. Doe, guardian (or committee) of the estate of Richard Roe, incompetent.*")

If a restoration land goal was established for the farm, enter in the applicable line 19, 20, or 21, below the name of each interested person, the contribution of such person to the restoration land goal. If there is only one producer unit on the farm, the acreage in such goal shall be divided in the same proportion that the wheat acreage on the farm is divided among the landlords, tenants, and sharecroppers. If no wheat acreage allotment was established for such farm, the acreage in the restoration land goal shall be divided in the same proportion that the general crop acreage is divided among landlords, tenants, and sharecroppers on the farm. For any farm which comprises field-rented or separately owned tracts, the acreage in the restoration land goal shall be divided among the landlords, tenants, and sharecroppers in the same proportion that such persons contribute to the restoration land on such farm. Each person shall be deemed to have contributed to the acreage of restoration land on a field-rented or separately owned tract in the proportion that the principal crop normally grown on such tract is divided. In the event a restoration land goal was established for a farm which is not operated by a tenant in 1938, the entire acreage in such goal shall be attributed to the owner of such farm.

Enter in line 23, below the name of each interested person, the units of approved soil-building practices contributed by such person, as shown in Section VI of form 212. If one person carried out all of the soil-building practices for the farm, the word "All" should be entered in line 23 below his name. Unless the persons who carried out a given practice on a particular acreage, that is, furnished the *labor, equipment, and seed or material*, establish to the satisfaction of the county committee that their respective contributions thereto were not in equal proportion, the units of such practice carried out on such acreage shall be divided equally among them.

Make no entries in any of the lines 24 through 29.

Enter in line 30, below the name of each interested person, the amount derived by multiplying the quantity of any grant of aid furnished such person (as shown in Section IV of the supporting Form No. ACP-64) by the rate established by the Agricultural Adjustment Administration. (In the case of triple superphosphate, this rate is \$1.60 per hundred pounds.) If a grant of aid has been furnished, the original Forms No. ACP-64 shall be attached to form 214 and submitted to the State office.

Make no entry in line 31.

Enter in line 32, below the name of each interested person, the amount of any outstanding assignment made on Form ACP-69 by such person with respect to the farm covered by the application, or the word "*None*", if applicable. If more than one assignment has been made by a given producer with respect to the same farm, only the first assignment filed in the county office on Form ACP-69 and remaining unpaid at the time the form 214 is executed shall be honored.

Type or print in line 33, below the amount of each assignment, the name and mail address of the person to whom the assignment was made.

Make no entry in line 34.

G. Section VI: The signatures of the applicants should be affixed in Section VI in the same order that their names appear in line 17, Section V. The signature of each applicant on form 214 or any related paper should agree with his name as typed or printed in line 17. All signatures on the original form 214 should be in ink or indelible pencil, and must be in the original handwriting of the applicant or his duly authorized representative. Traced signatures, carbon impressions, and facsimile signatures on the original form 214 will not be accepted.

Signatures on form 214 should be in the following style (*italics* denote portion of signature which must be in the handwriting of the person signing) :

1. An individual:
John H. Doe.
2. Cosigners (joint-owners or joint-operators) :
John H. Doe.
Richard D. Roe.
3. A sole proprietor:
X. Y. Z. Company,
By *John H. Doe*, Sole proprietor (or owner).
4. An agent or attorney-in-fact:
(a) John H. Doe,
By *Richard D. Roe*, agent (or attorney-in-fact).
(b) Jones & Smith, a partnership,
By *Richard D. Roe*, agent (or attorney-in-fact).
(c) A. B. C. Company, Inc.,
By *Richard D. Roe*, agent (or attorney-in-fact).
5. A member of a partnership:
Smith & Jones,
By *John H. Smith*, a partner.
6. An officer of a corporation:
A. B. C. Company, Inc.,
By *Richard Roe*, president (or other duly authorized officer).
7. An Administrator:
John H. Doe, administrator of the estate of Richard Roe, deceased.
8. An executor:
John H. Doe, executor of the estate of Richard Roe, deceased.
9. A trustee for the heirs of a deceased person:
John H. Doe, trustee for the heirs of Richard Roe, deceased.
10. A guardian or committee:
John H. Doe, guardian (or committee) of the estate of Richard Roe, minor (or incompetent).
11. A receiver or liquidator:
John H. Doe, receiver (or liquidator) of A. B. C. Company, Inc.
12. A State, county, or municipal officer:
McLennan County, Texas,
By *John H. Doe*, county commissioner.

The county committee is charged with the responsibility of determining that a person who signs an application in a representative capacity has the proper authority so to act. The execution of Section VI of form 214 by a member of the county committee shall constitute the certification of such committee that each person who signs the application in a representative capacity does possess the necessary authority. In the event the members of the county committee do not have the personal knowledge that each such person has proper authority, they should require such person to submit evidence of his authority. (See ACP-16, "Instructions on Signatures and Authorizations," and AAA Forms 379, 380, 381, and 382 as to what constitutes acceptable evidence of such authority.) It is not required that a power-of-attorney on the applicable AAA form or a similar form be secured for substitution unless the power-of-attorney now on file in the county office is found to be inadequate. No written evidence of authority need be attached to the application when it is submitted to the State office for payment.

Each signature by mark must be witnessed by one disinterested person, whose signature must be in the original and handwritten. It is not required that signatures be witnessed unless they are made by mark.

If any interested person who otherwise would share in the payment refuses to sign the form 214, a statement by such person, setting forth fully his reason for refusing to sign, should be attached to form 214. If such statement cannot be obtained, there should be attached to the form 214 a statement by the association secretary indicating the efforts which have been made to secure the signature and statement of such producer. If, for any other reason, the signature of any person who otherwise would share in the payment cannot be obtained, the reason for the failure of such person to sign should be written in the space where his signature would otherwise have been affixed and such entry initialed by the association secretary. (Payment may be made later to any such producer if, within the time limit for accepting applications, he submits an application on a supplemental form 214 properly executed by him. The basic data on the supplemental form 214 must be identical with those on the original application, except that the letters "Supp." should appear in the upper right corner immediately following the application serial number. Such supplemental form 214 need not be signed by any interested person whose signature was affixed to the original application but must be signed by the association secretary and a member of the county committee.)

III. APPROVAL OF APPLICATIONS

The association secretary shall compare the data on form 214 with the applicable records of the association and if he finds the application to be in proper form, he shall indicate his approval by affixing his signature in the space provided in Section VI.

If it is found desirable (and an acceptable authorization as set forth in Amendment 1 to CAP-105 has not already been filed with the State office), the county committee may designate the acting

secretary of the county agricultural conservation association or another person employed in the office of the agricultural conservation association to act as, and perform the duty of approving applications for payment and related documents in place of, the association secretary. In such cases, the designated person will sign his own name as association secretary. The designation shall be made by executing in quadruplicate an authorization in writing by at least two members of the county committee, the original and one copy to be forwarded to the State office, one copy handed to the person so designated and the other copy retained in the county office files. The authorization should be substantially in the following form:

We, the undersigned members of the county committee of _____ County, State of _____ do hereby authorize _____, now employed in the office of the county agricultural conservation association as _____, to approve applications for payment and

(Title)

related papers under the 1938 Agricultural Conservation Program (including the 1938 Range Conservation Program)⁷ and affix his signature to such documents as association secretary whenever he finds them to be in proper form within the meaning of the regulations and instructions applicable thereto. This authorization is to remain in effect while such person is employed in said office, unless sooner canceled or revoked by said committee in writing.

Following is a specimen of the signature of said person:

If cancellation or revocation of this authorization is necessary, it will be accomplished by notifying the State office in writing that this authorization is thereby canceled or revoked and by filing in the records of the county office a copy of such notice and handing a copy to such person, if he is then employed in said office.

Signatures of County Committeemen:

(1) _____
(2) _____
(3) _____

Date _____, 193____.

After all necessary data have been entered on and the signatures of applicants affixed to form 214 and the same has been found correct by the association secretary (as evidenced by his signature in Section VI of form 214) the application shall be placed in the hands of the county committee. If the committee finds that the data on form 214 have been correctly entered and that the persons making application for payment are eligible under the provisions of the 1938 Agricultural Conservation Program to receive payment with respect to the farm covered by the form 214 in question, it shall authorize one of its members to affix his signature on behalf of the committee in the space provided in Section VI. The committeeman who signs in Section VI must not be a near relative of any interested person shown on form 214 or have any sort of financial interest in the farm covered by the application. The date the county committeeman signs the application shall be entered in the space provided following his signature.

⁷In case the county committee desires that the same person shall also have authority to approve applications for payment under succeeding agricultural conservation programs or under other programs, so much of substantially the following language as is necessary shall be inserted: "each succeeding agricultural (and range) conservation program, the Sugar Act of 1937, the Price Adjustment Act of 1938, and any other general or special farm program administered through the Agricultural Adjustment Administration." If the county committee deems it necessary, two or more persons may be designated under the foregoing form or the above-mentioned modification thereof, and in such case the authority of each may be limited to one or more programs if the committee finds such course desirable.

In designated counties⁸ the county committee shall not approve an application covering any farm unless it has been determined that the farm is eligible for payment insofar as the use of soil-conserving crops is concerned. (See SRM-232, dated September 22, 1938.)

The county committee shall not approve payment to any applicant whom it finds:

1. Has knowingly planted, or caused to be planted, cotton, on any farm in which he has an interest, in excess of the cotton acreage allotment established for such farm;

2. Has allowed any part of the cultivated land on any farm which he owns or operates in the county (if such county is one of those designated)⁹ to become a wind erosion hazard during 1938 by reason of failure to carry out wind erosion control measures approved by the county committee;

3. Has adopted any practice which tends to defeat any of the purposes of the 1938 or previous Agricultural Conservation Programs or which, with respect to forest land or woodland owned or controlled by him, is contrary to sound conservation practices; or

4. Has, through any device whatsoever, offset, in whole or in part, any performance reported on form 214.

If the payment of any person is disallowed for one of the above reasons, the words "Not eligible for payment" shall be written in the line for his signature in Section VI of form 214 and a statement, signed by at least two members of the county committee explaining why such person is not entitled to payment, forwarded to such person and a signed copy of such statement submitted with the form 214 to the State office. If the person whose payment is disallowed feels that the county committee has erred in its determination, he should submit an appeal in accordance with the provisions of SRM-213.

If it is found that the landlord who is applying for payment on form 214 has in 1938 made any change of the arrangements which existed in 1937 between himself and the tenants or croppers on the farm or has reduced the number of sharecroppers or share-tenants from the average number on the farm during the preceding three years, and such change or reduction would cause a greater proportion of the payments to be made to the landlord than would have been made to him had such change or reduction not been made and the county committee disapproves such change or reduction as being unjustified within the meaning of the provisions of the 1938 Agricultural Conservation Program, the committee shall attach a complete report of its findings to the form 214, showing the acreage shares which the landlord would have received but for such change or reduction.

⁸ARKANSAS: Benton, Boone, Carroll, Washington, and Yell; OKLAHOMA: Marshall, Nowata, Sequoyah; TEXAS: Bastrop, Bowie, Brazoria, Caldwell, Camp, Childress, Colorado, Crosby, Dallas, Dawson, Denton, De Witt, El Paso, Fayette, Franklin, Gonzales, Grayson, Guadalupe, Hale, Hill, Hockley, Hopkins, Hunt, Jim Wells, Karnes, Lamb, Lee, Lubbock, Lynn, Morris, Nueces, San Patricio, Travis, Washington, Wheeler, Wichita, Williamson, Wise.

⁹OKLAHOMA: Beaver, Cimarron, Ellis, Harper, Roger Mills, Texas, and Woodward; TEXAS: Andrews, Armstrong, Bailey, Briscoe, Carson, Castro, Cochran, Crosby, Dallam, Dawson, Deaf Smith, Donley, Ector, Floyd, Gaines, Gray, Hale, Hansford, Hartley, Hemphill, Hockley, Hutchinson, Lamb, Lipscomb, Loving, Lubbock, Lynn, Martin, Midland, Moore, Ochiltree, Oldham, Parmer, Potter, Randall, Roberts, Sherman, Swisher, Terry, Wheeler, Winkler, and Yoakum.

IV. TRANSMITTAL OF APPLICATIONS TO STATE OFFICE

Before submitting forms 214 to the State office, each such form should be carefully checked to determine that:

1. All data have been correctly entered.
2. All corrections have been properly initialed.
3. Either the word "None" or the correct amount of the assignment for each producer has been entered in line 32 below such person's name.
4. Each interested person has signed the form 214 or there is a proper explanation as to why he has not done so.
5. All signatures of interested persons are genuine and agree with their names as typed or printed in the respective columns in line 17.
6. The related form 213 and Forms No. ACP-64 (if such forms were executed) are attached.

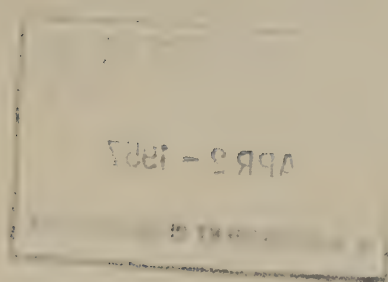
Forms 214 shall be listed on Forms SR-115, "Transmittal Sheet," and submitted to the State office. Forms SR-115 shall be prepared in quadruplicate and numbered in consecutive order beginning with 1. The original and two copies of Form SR-115 shall be forwarded to the State office and one copy retained in the county office. Application serial numbers prefixed by the same letter, if that system of numbering is used, should be listed together, but separate sheets are not required for different prefix letters.

Since it is required that the net performance be determined for all farms in which a producer is interested in the county before he may receive payment for performance on any such farm, it is requested that wherever possible all applications for such person be submitted to the State office in the same shipment. Failure to do this will make it necessary for the State office to withhold payment to such person until all such applications in which he is interested are submitted.

Issued October 7, 1938, with the approval of the Administrator.

J. W. Ruggan

Director, Southern Division.



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U. S. DEPARTMENT OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1938 AGRICULTURAL CONSERVATION PROGRAM

Southern Region Bulletin 205, Part II.
Amendment 1

I. The second paragraph beginning on page 4 of Southern Region Bulletin 205, Part II, is hereby amended to read as follows:

"In the event the original notice of any acreage allotment forwarded to the farm operator was in error, the allotment figure to be entered in the applicable line of column B, will be the corrected acreage allotment for the farm. In cases where the erroneous allotment was in excess of the corrected allotment and the operator, acting solely upon the basis of the erroneous notice, planted in excess of his correct allotment, it will be necessary that a statement containing the following information be submitted over the signatures of the operator and at least two members of the county committee:

(1) The date the erroneous acreage allotment notice was mailed to the operator.

(2) The acreage which had been planted (seeded) to the crop in question at the time the erroneous notice was received.

(3) The acreage allotment set out in the erroneous notice.

(4) The date the corrected acreage allotment notice was mailed to the operator.

(5) The date on which the planting of the crop in question was completed.

(6) A statement that the overplanting of the corrected acreage allotment was occasioned solely by the receipt of the erroneous acreage allotment notice."

II. The last paragraph on page 7 is hereby amended by adding at the end thereof the following:

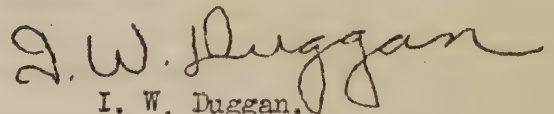
"It is not required that the same method of division be used with respect to all crops on a given farm unless such a result is obtained by application of the foregoing instructions.

III. The second paragraph on page 8 is hereby amended by adding at the end thereof the following:

"If any person contributed to the carrying out of an

approved soil-building practice on the farm in 1938 and is not shown in lines 19 through 22 as sharing in any soil-depleting crop or in Section III of form 214 as being owner or operator of the farm, a statement, signed by such person and approved by at least two members of the county committee, should be attached to the form 214, explaining such person's relationship to the farm at the time the practice was carried out. If such person had an interest in the soil-depleting crops or was owner or operator of the farm at the time the practice was carried out, the statement should set forth the date and conditions under which his interest was surrendered or he ceased to be or became owner or operator of the farm."

Issued November 12, 1938, with the approval of the Administrator.

A handwritten signature in dark ink, appearing to read "I. W. Duggan". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

I. W. Duggan,
Director, Southern Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

1938 RANGE CONSERVATION PROGRAM—SOUTHERN REGION

Southern Region Bulletin 205—Part III

INSTRUCTIONS FOR FILLING OUT APPLICATION
FOR PAYMENT (FORM SR-255)

I. GENERAL

Each ranch to be covered by a Form SR-255, "Application for Payment" (hereinafter referred to as Form 255 or application), must have been covered by a Form SR-251, "Application for Determination of Grazing Capacity," within the time limit for accepting such forms, and must cover the same land as is included under a single Form SR-252, "Report on Examination of Range Land" (hereinafter referred to as Form 252), and a single Form SR-254, "Report of Performance" (hereinafter referred to as Form 254).

The entries to be made in the county office and by the applicants on Form 255 have been indicated by dotted lines. Where a given space has been indicated for a county office entry but is not applicable to the ranch in question, it shall be left blank.

Acreages and other units of range-building practices shall be expressed in whole numbers only; fractions amounting to one-half or less shall be dropped, and fractions amounting to more than one-half shall be considered as a whole number.

Any correction in the data on Form 255 shall be made by drawing a light line through the original entry and entering the correct data immediately above or to the left of the original entry. Corrections on Form 255 should be initialed by the committeeman whose signature appears in section V thereof. If such committeeman cannot be located for the purpose of initialing the correction, such correction may be initialed by another member of the county committee, provided the committeeman who initials the correction also affixes his signature in section V above the original signature.

Form 255 shall be executed in quadruplicate. The original and all copies, with inserted carbons intact, together with the corresponding Form 254 shall be submitted to the State office. The second and third copies of Form 255 will be returned to the county office after computations have been made thereon. The third copy should then be delivered to the ranch operator and the other retained in the county office files.

II. EXECUTION OF FORM 255

A. **Section I:** Each applicant should familiarize himself with the provisions of section I (which appears on the reverse side of Form 255), since it contains the representations upon which such applicant is basing his claim for payment.

B. Heading: Enter the State and county code and ranching unit serial number and the name of the county in the spaces provided in the upper right corner. The serial number will be the same as the serial number on the corresponding Forms 252 and 254. Do not enter the transmittal number.

If any ranch operator shown on Form 255 is making application for payment with respect to any farm or any other ranching unit in the State in 1938, the name of such operator as well as the application or ranching unit serial number of such farm or ranch and the name of the county in which such farm or ranch is located shall be set forth in a statement over the signature of the secretary of the county agricultural conservation association (hereinafter referred to as association secretary) and attached to the Form 255.

C. Section II: Enter in line 1 the total acreage of range land in the ranch, as shown on the line immediately above section I of Form 252 following the words "Range land exclusive of farm land."

Enter in line 2 the grazing capacity of the ranch (expressed in animal units), as shown in line 18, column F, section II, of Form 252.

Enter in line 4 (a) the acreage on which practice No. 1 was carried out, as shown opposite such practice in the column headed "Extent of practice" on Form 254.

Enter in line 5 (a) the acreage of depleted range land reseeded with good seed of adapted varieties of range grasses, legumes, or forage shrubs, as shown in the box opposite practice No. 2 on Form 254.

Enter in line 5 (b) the number of pounds of seed sown in connection with practice No. 2, as shown opposite that practice in the column headed "Extent of practice" on Form 254.

Enter in lines 6 through 12, column (a), the practice numbers of all approved range-building practices (other than practices No. 1 and 2) carried out on the ranch, as shown on the corresponding Form 254.

Enter in lines 6 through 12, column (b), the extent (expressed in acres, linear feet, cubic feet, or cubic yards) to which the practices listed in column (a) were carried out, as shown in the column headed "Extent of practice" on Form 254.

D. Section III: Type or print in line 15, column B or C, the name and regular mail address of each ranch operator.¹ The name of each such person should be in the form in which he customarily signs business documents.

Enter in line 17, below the name of each ranch operator, in the space provided, the percentage of the total payment to which such

¹ If a person who would otherwise have shared in the payment dies or becomes incompetent before Form 255 is executed, the name to be entered in line 15 will be the applicable one of the following:

1. If the person is deceased and an executor or administrator has been appointed to administer his estate, the name of the representative and of the decedent's estate shall be entered. (Example: "*John H. Doe, Executor (or administrator) of the estate of Richard Roe, deceased.*")

2. If the person is deceased and no executor or administrator has been appointed (and none is likely to be appointed in the near future), the names of all the heirs of the decedent shall be entered unless such heirs wish to designate a trustee to execute the application for them and receive payment on their behalf. In the latter event, the name of the trustee shall be entered. (Example: "*W. R. Roe, Mary E. Roe, and Edward J. Roe, heirs of Richard Roe, deceased,*" or "*W. R. Roe, trustee for the heirs of Richard Roe, deceased.*")

3. If the person is incompetent, the name of his guardian (or committee) and of his estate shall be entered. (Example: "*John H. Doe, guardian of the estate of Richard Roe, incompetent.*")

operator is entitled, in accordance with the agreement of all operators entitled to share in the payment. If the ranch operators are unable to agree upon the division of the payment, the county committee shall determine the percentage share of the payment to which each such ranch operator is entitled.

Enter in line 22, below the name of each ranch operator, the amount of any outstanding assignment made on Form ACP-69 by such person with respect to the ranch covered by the application *or the word "None"*, if applicable. If more than one assignment has been made by a given operator with respect to the same ranch, only the first assignment filed in the county office on Form ACP-69 and remaining unpaid at the time the Form 255 is executed shall be honored.

Type or print in line 23, below the amount of each assignment, the name and regular mail address of the person to whom the assignment was made. Make no entry if the word "None" appears in line 22 of the same column.

The signature of each applicant on Form 255 or any related paper should agree with his name as typed or printed in line 15. All signatures on the original Form 255 should be in ink or indelible pencil, and must be in the original handwriting of the applicant or his duly authorized representative. Traced signatures, carbon impressions, and facsimile signatures on the original Form 255 will not be accepted.

Signatures on Form 255 should be in the following style (*italics* denote portion of signature which must be in actual handwriting of the person signing):

1. An individual:

John H. Doe.

2. Cosigners (joint operators):

John H. Doe.

Richard D. Roe.

3. Sole proprietor:

X. Y. Z. Company,

By *John H. Doe*, sole proprietor (or owner).

4. An agent or attorney-in-fact:

(a) *John H. Doe*,

By *Richard D. Roe*, agent (or attorney-in-fact).

(b) *Jones & Smith*, a partnership,

By *Richard D. Roe*, agent (or attorney-in-fact).

(c) *A. B. C. Company, Inc.*,

By *Richard D. Roe*, agent (or attorney-in-fact).

5. A member of a partnership:

Smith & Jones,

By *John H. Smith*, a partner.

6. An officer of a corporation:

A. B. C. Company, Inc.,

By *Richard Roe*, president (or other duly authorized officer).

7. An administrator:

John H. Doe, administrator of the estate of *Richard Roe*, deceased.

8. An executor:
John H. Doe, executor of the estate of Richard Roe, deceased.
9. Trustee for the heirs of a deceased person:
John H. Doe, trustee for the heirs of Richard Roe, deceased.
10. A guardian or committee:
John H. Doe, guardian (or committee) of the estate of Richard Roe, minor (or incompetent).
11. A receiver or liquidator:
John H. Doe, receiver (or liquidator) of A. B. C. Company, Inc.
12. A State, county, or municipal officer:
McLennan County, Texas,
By *John H. Doe*, county commissioner.

The county committee is charged with the responsibility of determining that a person who signs an application in a representative capacity has the proper authority so to act. The execution of section V of Form 255 by a member of the county committee shall constitute a certification of such committee that each person who signs the application in a representative capacity does possess the necessary authority. In the event the members of the county committee do not have the personal knowledge that each such representative has the necessary authority, they should require such person to submit evidence of his authority. (See ACP-16, "Instructions on Signatures and Authorizations," and Forms AAA 379, 380, 381, and 382 as to what constitutes acceptable evidence of such authority.) It is not required that a power-of-attorney on the applicable AAA form or a similar form be secured for substitution unless the power-of-attorney now on file in the county office is found to be inadequate. No written evidence of authority need be attached to the application when it is submitted to the State office.

The date of each applicant's signature should be entered in the space provided following his signature.

Each signature by mark must be witnessed by one disinterested person, whose signature must be in the original and handwritten. It is not required that signatures be witnessed unless they are made by mark.

If any ranch operator who otherwise would share in the payment refuses to sign the Form 255, a statement by such person, setting forth fully his reason for refusing to sign, should be attached to the Form 255. If such statement cannot be obtained, there should be attached a statement signed by the association secretary indicating the efforts which have been made to secure the signature and statement of such ranch operator. If, for any other reason, the signature of any person who otherwise would share in the payment cannot be obtained, the reason for the failure of such person to sign should be written in the space where his signature would otherwise have been affixed and such entry initialed by the association secretary. (Payment may be made later to any such ranch operator if, within the time limit for accepting applications, he submits an application on a supplemental Form 255 properly executed by him. The basic data on the supplemental Form 255 should be identical with those on the original application, except that the letters "Supp." should appear

in the upper right corner immediately following the ranching unit serial number. Such supplemental Form 255 need not be signed by any ranch operator whose signature was affixed to the original application, but must be signed by the operator submitting it and by the association secretary and a member of the county committee.)

III. APPROVAL OF APPLICATIONS

A. Section IV: The association secretary shall compare the data on Form 255 with the applicable records of the association, and if he finds the application to be in proper form shall indicate his approval by affixing his signature in the space provided. The date of signing should be entered in the space provided following the signature of the association secretary.

If it is found desirable (and an acceptable authorization, as set forth in amendment 1 to CAP-105 and SRB-205, part II, has not been filed with the State office), the county committee may designate the acting secretary of the county agricultural conservation association or another person employed in the office of the agricultural conservation association to act as, and perform the duty of approving applications and related documents in place of, the association secretary. In such cases, the designated person will sign his own name as association secretary. The designation shall be made by executing in quadruplicate an authorization in writing by at least two members of the county committee, the original and one copy to be forwarded to the State office, one copy handed to the person so designated, and the other copy retained in the county office files. The authorization should be substantially in the following form:

We, the undersigned members of the County Committee of _____
 _____ County, State of _____, do hereby
 authorize _____, now employed in the office of the
 County Agricultural Conservation Association as _____
 (Title)

to approve applications for payment and related papers under the 1938 Agricultural Conservation Program (including the 1938 Range Conservation Program)² and affix his signature to such documents as association secretary whenever he finds them to be in proper form within the meaning of the regulations and instructions applicable thereto. This authorization is to remain in effect while such person is employed in said office, unless sooner canceled or revoked by said committee in writing.

Following is a specimen of the signature of said person:

If cancellation or revocation of this authorization is necessary, it will be accomplished by notifying the State office in writing that this authorization is thereby canceled or revoked and by filing in the records of the county office a copy of such notice and handing a copy to such person, if he is then employed in said office.

Signatures of County Committeemen:

1. _____
2. _____
3. _____

Date _____, 193__.

² In case the county committee desires that the same person shall also have authority to approve applications for payment under succeeding agricultural conservation programs or under other programs, so much of substantially the following language as is necessary shall be inserted: "each succeeding agricultural (and range) conservation program, the Sugar Act of 1937, the Price Adjustment Act of 1938, and any other general or special farm program administered through the Agricultural Adjustment Administration." If the county committee deems it necessary, two or more persons may be designated under the foregoing form or the above-mentioned modification thereof, and in such case the authority of each person may be limited to one or more programs if the committee finds such course desirable.

B. Section V: After all necessary data have been entered on and the signatures of applicants affixed to Form 255 and the same has been found correct by the association secretary (as evidenced by his signature in section IV of Form 255), the application shall be placed in the hands of the county committee. If the committee finds that the data on Form 255 have been correctly entered and that the persons making application for payment are eligible under the provisions of the 1938 Range Conservation Program to receive payment with respect to the ranch covered by the Form 255 in question, it shall authorize one of its members to affix his signature in section V thereof on behalf of the committee. Such committeeman must not be a near relative of any interested person shown on Form 255 or have any sort of financial interest in the ranch covered by the application. The date the county committeeman signs the application shall be entered in the space provided preceding his signature.

The county committee shall not approve payment to any applicant who it finds:

1. Has knowingly planted or caused to be planted cotton, on any farm in which he has an interest, in excess of the cotton acreage allotment established for such farm;
2. Has in 1938 decreased the stand of grass or injured the forage, tree growth, or watershed by overgrazing on any ranch which he owns or operates;
3. Has adopted any practice which tends to defeat any of the purposes of the 1938 Range Conservation Program, or which with respect to forest land or woodland owned or controlled by him is contrary to sound conservation practices; or
4. Has, through any device whatsoever, offset, in whole or in part, any performance reported on the Form 255.

If the payment of any person is disallowed for one of the above reasons, the words "Not eligible for payment" shall be written in the line for his signature in section III of Form 255 and a statement, signed by at least two members of the county committee explaining why such person is not entitled to payment, forwarded to such person and a signed copy of such statement submitted with the Form 255 to the State office. If the person whose payment is disallowed feels that the county committee has erred in its determination, he may submit an appeal in accordance with the provisions of SRM-213.

If it is found that a ranch owner who is applying for payment on Form 255 has in 1938 made any change in the arrangements which existed in 1937 between himself and the tenants on the ranch or has reduced the number of tenants from the average number on the ranch during the preceding 3 years, and such change or reduction would cause a greater proportion of the payments to be made to the ranch owner than would have been made to him had such change or reduction not been made, the county committee shall thoroughly investigate the circumstances of the case. If the committee finds that such change or reduction is unjustified within the meaning of the provisions of the 1938 Range Conservation Program, it shall attach a complete report of its findings to the Form 255, showing the percentage share of the payment to which the ranch owner

would have been entitled had such change or reduction not been made.

IV. TRANSMITTAL OF APPLICATIONS TO STATE OFFICE

Before submitting Form 255 to the State office, each such form should be carefully checked to determine that:

1. All data have been correctly entered.
2. All corrections have been properly initialed.
3. Either the word "None" or the correct amount of the assignment for each ranch operator has been entered in line 22 below such operator's name.
4. Each ranch operator has signed the Form 255 or there is a proper explanation as to why he has not done so.
5. The signature of each ranch operator is genuine and agrees with his name as typed or printed in line 15.
6. The related Form 254 is attached.

Form 255 shall be listed on Form SR-115, "Transmittal Sheet," for submission to the State office. Form SR-115 shall be prepared in quadruplicate, and those copies transmitting Form 255 shall be numbered in a consecutive series preceded by the letter "R" and beginning with "R-1." The serial numbers of all applications included in a given shipment should be listed on transmittal sheets in consecutive order. The original and two copies of Form SR-115 shall be forwarded to the State office and the other copy retained in the county office.

Issued October 28, 1938, with the approval of the Administrator.

J. W. Ruggan

Director, Southern Division.

